

DEPARTMENT OF COMMERCE Senior Executive Service APPRAISAL RECORD (Point System)		Employee Comments Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>		APPRAISAL PERIOD FROM: _____ TO: _____	
NAME (Last, First, MI)		BASE SALARY		TITLE	
BUREAU		OFFICE			
DATE ENTERED SES		DATE STARTED SES APPOINTMENT AT DOC			
SUPERVISORS INITIAL RATING					
CRITICAL PERFORMANCE ELEMENTS (indicate weight in the column) ↓			ELEMENT RATING (1 – 5)		SCORE
1. Leadership/Management		30%			
2. Customer/Client Service Responsiveness		20%			
3.					
4.					
5.					
TOTAL →		100%			
SUMMARY RATING (Check One)					
OUTSTANDING <input type="checkbox"/> (460-500) COMMENDABLE <input type="checkbox"/> (380-459) FULLY SUCCESSFUL <input type="checkbox"/> (290-379) MINIMALLY SATISFACTORY <input type="checkbox"/> (200-289) UNSATISFACTORY <input type="checkbox"/> (100-199)					
Employee's Signature: _____			Date: _____		
Supervisor's Signature: _____			Date: _____		
OPTIONAL HIGHER LEVEL REVIEW (at employee request) <input type="checkbox"/> Yes - see attached					
Higher Level Review Recommendation on initial rating: <input type="checkbox"/> Concur with Supervisory Summary Rating <input type="checkbox"/> Change Summary Rating to (specify): _____					
Higher Level Reviewer Signature : _____ Title: _____ Date: _____					

PRB RECOMMENDATIONS *(Check as Applicable)*

Concur with Supervisory Summary Rating

Change Summary Rating to (specify):

Bonus _____% Base Salary Increase to \$ _____

☐ Distinguished Rank Award

☐ Meritorious Rank Award

SECRETARIAL OFFICER / OPERATING UNIT HEAD RECOMMENDATIONS

☐ Concur with PRB Recommendations

☐ Change to (specify):

APPOINTING AUTHORITY RECOMMENDATIONS

(More than one block may apply)

☐ Bonus _____%

☐ D Rank Award

☐ Base Salary Increase _____% ☐ M Rank Award

APPOINTING AUTHORITY SIGNATURE:

Date: